

**Department of Rehabilitation Services
JOB OPPORTUNITY**

Payroll Officer 1

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE

OPEN TO: The Public and State Employees
Applications will be accepted from candidates who are on the current Payroll Officer 1 exam list and from state employees who have attained permanent status in this job class.

BARGAINING UNIT: Payroll Officer 1 (AR-21)

LOCATION: 25 Sigourney Street, Hartford, CT

JOB POSTING NO: 102740

HOURS: Monday – Friday 40 hours per week

SALARY RANGE: \$57,997.00 to 73,242.00 (Salary Grade AR-21)

POSTING DATE: January 24, 2014 – January 31, 2014

The Department of Rehabilitation Services is presently accepting applications to fill one (1) Payroll Officer 1 position located at its Central Office in Hartford. The successful candidate will have experience in all functions of payroll processing including salary payments, longevity, benefits, workers' compensation and leaves. CORE-CT experience is preferred including the ability to develop ad hoc reports. The ability to research and implement bargaining unit contract language is necessary. Experience preparing retirement applications is a plus. As the dedicated payroll position for this new agency, an overall knowledge of the full range of payroll duties and the ability to audit various payments and deductions is required. Experience in the implementation of Self-Service Payroll will be helpful. Exceptional customer service and problem solving skills are necessary.

EXAMPLES OF DUTIES: Schedules, assigns, oversees and reviews work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans unit work; establishes and maintains unit procedures; develops or makes recommendations on development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; reviews accuracy of payroll including shift differential payments, annual increases, collective bargaining increases, retirement calculations, workers compensation benefits and revisions for attachments; prepares or closely supervises more complex portions of a payroll such as retroactive payments or garnishments; supervises reconciliation of payroll deductions and coding of payroll expenditures; supervises maintenance of time records including issuing semi-annual leave balances; supervises control and distribution of paychecks; answers employees questions relating to payroll; may compile payroll expenditure data for budget preparation; may provide information and process paperwork regarding employee fringe benefits; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of relevant agency policies and procedures; considerable knowledge of and ability to apply relevant state and federal laws, statutes and regulations; knowledge of and ability to apply state payroll policies and procedures; knowledge of uses of office machinery used in accounting work; some knowledge of governmental accounting as it applies to payroll; considerable skill in performing arithmetical computations; interpersonal skills; oral communication skills; supervisory ability

APPLICATION PROCEDURE: Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (CT-HR-12). **Incomplete, blank or late applications will not be considered. Also, no fax or hand-delivered copies will be accepted.** The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at: www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS.

Please **mail** your completed State of Connecticut Application for Examination or Employment (CT-HR-12) and two most current service ratings to:

Sabrina Betts, Human Resources Specialist
Department of Rehabilitation Services
25 Sigourney Street, Human Resources, 6th Floor
Hartford, CT. 06106

APPLICATIONS MUST BE POSTMARKED on or before January 31, 2014.

The State of Connecticut is an Equal Opportunity/Affirmative Action employer and strongly encourages the applications of women, minorities, and persons with disabilities.